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MAR 18 1954

MEMORANDUM FOR: The Inspector General

SUBJECT : Working Conditions in Riverside Stadium

1. In order to reply completely to your memorandum of 9 February 1954 on the above subject, this Office has made an extensive investigation of the matter. This investigation included visits to the Riverside Stadium in company with a representative of the DD/I Office [REDACTED], the Agency building maintenance personnel responsible for the Stadium, Public Buildings Service District Superintendent, and District Char Service foreman; talks with occupants of Riverside in regard to conditions and their suggestions for improvement; and conferences with high officials of Public Buildings Service. The following sets forth, item by item, what has been done, is being done, or is to be done to improve these conditions. It is not presented as an alibi, but rather to point out what is involved and the difficulties encountered in getting work done by another Government agency over whom you have no jurisdiction.

a. Painting and Mats at Entrances

In early December 1953 Public Buildings Service was formally requested in writing to paint both main entrance vestibules, the area around the receptionist's desk, the corridor leading to rooms four and five, and all washroom and toilet interiors. In addition, Public Buildings Service was requested to provide coco fibre or rubber link mats at both entrances. Subsequently, Public Buildings Service advised compliance with our request would require an outlay of approximately \$600, and since far in excess of the allotment for Riverside Stadium had been expended, no funds for work or equipment were presently available. We did not accept this decision as final and as the result of constant contact with Public Buildings Service personnel, including higher level officials, have obtained a reversal of the decision and an assurance that the painting will begin in a few days.

b. The Treatment of Floor

All floors in Riverside are waxed and buffed every month, and certain of the more heavily-traveled areas receive this treatment as often as once a week. This is far in excess of what is usually done in Government offices where floors are waxed two to four times a year. In spite of this extra attention, the floor in Riverside continues to appear dull and dirty, rather than polished. We are advised the composition of the tile causes it to absorb the wax and as a result does not take a polish. In regard to the other types of treatment to the floor, the Public Buildings Service research staff still contends that the use of varnish, lacquers, etc. would not improve condition of the floor, but in fact would make it worse. Treatment of the floor other than waxing is discussed under the caption "Cleaning".

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c. Cleaning

A char force of one man and two women is assigned full-time (eighthours a day, five days a week) to Riverside. This force is responsible for a daily cleaning, including mopping, of all wash-rooms and toilets and a daily emptying of ash trays and waste-baskets. The time remaining after the completion of the above-mentioned tasks is devoted to sweeping and/or mopping floors and other light cleaning. We are advised that this consists of a daily sweeping and/or mopping of the entrance ways, passage ways, and around the snack bar and/or mopping of one-third of the remaining floor area. This means that under the existing system the entire floor area is never entirely cleaned at any one time. Public Buildings Service admits this program is inadequate but advises it is the best it can render under its present cleaning budget. In an attempt to improve and maintain the appearance of this floor, the following suggestions have been received, considered and adopted.

(1) Mail bags and classified trash bags will be moved in and out of the north entrance instead of by the south entrance.

(2) Mail bags and classified trash bags will be moved to and from the north entrance by hand-truck instead of being dragged along the floor.

(3) The occupants of Riverside are being requested by memorandum to assist in keeping up the appearance of the area by refraining from throwing cigarette butts, matches, papers, etc. on the floor.

(4) Public Buildings Service will give closer supervision and direction to the char force assigned to the building and will consider the changing of its personnel in order that the work done by this force may be more in keeping with the man hours put in.

d. Trash Cans

The unsightly appearance and the litter around the south entrance resulted primarily from old construction material from alterations within the building. Public Buildings Service has agreed to instruct its workmen that such material is not to be dropped outside the entrance to Riverside. Instead it is to be placed in the Public Buildings Service's building located adjacent to Riverside. The key to such building will be in possession of the guard. Some of the litter, however, results

from the dropping of coffee cups, wrappings, papers, etc. on the ground instead of placing them in the readily accessible trash cans. These trash cans, moreover, were left in their present positions, as it was and still is our considered opinion that if the cans were removed to a less conspicuous location, more trash and litter would be thrown on the ground, and the appearance of the entrance way would be worse. The previously mentioned memorandum to the occupants of Riverside would also request them to use the trash cans. Public Buildings Service has agreed to see if they can obtain more attractive trash receptacles for this area.

e. Ventilation

The ventilation problem has been and still is being studied by the Public Buildings Service engineers. They have rendered no formal report but have advised it is their opinion that the system with its present adjustment furnishes satisfactory and adequate ventilation, provided the system is properly and systematically operated. Since your memorandum of 25 November 1953, adjustments have been made to the system and at present 8000 cubic feet of air per minute, which is 30 cubic feet per minute per person, is taken in, circulated and removed by exhaust fans located in the ceiling. This intake is nearly double the volume of fresh air normally taken in and is the maximum that can be used without running into a temperature problem. As these are individual units, there is the possibility that all units are not turned on or the air adjustment has been changed. To make certain that all units are on and operating properly, Public Buildings Service has agreed to:

- (1) Check and set intakes for proper amount of air.
- (2) Turn the units on prior to 0630 hours.
- (3) Place a streamer on each unit which clearly shows air is coming out. It is expected that this may have a certain psychological effect upon individuals who feel stifled in a large windowless area.
- (4) Endeavor to have the air conditioning for the building in operation as early in the spring as possible.
- (5) A memorandum will be issued instructing the occupants of the building not to change the settings on the ventilation units or to turn them off.

2. There is no doubt that working conditions in Riverside Stadium are not entirely satisfactory. Much of this is due, however, to the building

which was not constructed for office facilities. We hope the painting will help the moral and we will continue to follow this matter closely and assure you that everything possible is, and will be, done to make conditions there as satisfactory as possible under existing conditions.

15/
L. K. WHITE
Acting Deputy Director
(Administration)

SA/DDA:WHM:hh (16 March 54)

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